

COMMUNITY USE OF SCHOOL FACILITIES

Regulations Governing Use of School Facilities

The facilities of the Bedford Public Schools are available to the citizens of the Town of Bedford insofar as it is practical to make them so

- (a) without interference with regular school activities
- (b) without causing damage to and excessive depreciation of school property

All applications for use of school facilities should be made by adult persons through the office of the Superintendent of Schools. Application forms will be provided upon request.

- A. When the building is used for other than school purposes, a custodian shall be on duty.
- B. It will be determined through the office of the Superintendent of Schools when a police officer is required and the police department will be notified when necessary. Payment for police service furnished to be made by applicant to town treasurer who then disburses payment to the police officer(s).
- C. All parties shall strictly observe the time stated on the permit.
- D. Any use of electrical equipment should have prior approval.
- E. The facilities shall be cleaned and returned to a state of orderliness as directed by the school personnel in charge before the user leaves the premises unless special permission otherwise is granted through the office of the Superintendent of Schools. Otherwise, the school personnel on duty must do the cleanup work and the organization or user shall be charged for the full time of said personnel.
- F. No fastenings shall be placed on the building exterior unless approved at the office of the Superintendent of Schools.
- G. No decorations shall be used unless they have been flame proofed. Fresh greens are definitely not to be used in a public building unless flame proofed or special permission is obtained from the Fire Chief of the Town of Bedford.
- H. The user shall not permit the use of intoxicating beverages in the building or upon the premises.
- I. Smoking is not permitted anywhere on School Property.
- J. The holder of the permit is responsible for the decorum of the group which includes spectators.

- K. No school facilities shall be used by organizations or persons residing outside the Town of Bedford except by permission of the School Committee, or its designee.
- L. The user shall be billed by the office of the Superintendent of Schools for use and custodians' wages.
- M. Free use of school facilities, except for payments of custodian, cafeteria personnel, and police officer as required, will be granted to the following:
- 1) All official boards and agencies in the town.
 - 2) All youth activities, including those of the Boy Scouts, Girl Scouts, Campfire Girls, Bedford 4H, and other similar charitable, nonprofit organizations for which no admission is charged.
 - 3) Other nonprofit organizations, conducting activities of community wide interest, subject to the approval of the School Committee.
- N. Kitchen must be left clean:
- 1) Dishes and silverware must be thoroughly cleaned and returned to their proper places.
 - 2) Stove must be thoroughly cleaned.
 - 3) Floor must be swept.
 - 4) User must furnish necessary dish towels. School dish towels must not be used.
- O. Storeroom should not be entered at any time.
- P. All equipment in the kitchen of the cafeteria must be operated under the supervision of cafeteria personnel excepting the use of the stoves and ovens being used only for a purpose of making coffee or heating pre-cooked food in which case a cafeteria supervisor need not be present, but a custodian definitely should be available who knows something about the operation of the stoves. This does not apply to groups which make use of the coffee urn in the high school.
- 1) If the school dishes are used, they MUST be washed in the dishwasher either by one of the school personnel hired for this purpose or under the supervision of the food service personnel.
 - 2) On those occasions when only silverware is used by 100 people or less, the silverware may be washed by hand, rinsed with boiling water in a strainer rack, and left to drain.
- Q. The user must agree that the custodian or some qualified person designated by him/her must operate lighting, rigging, curtains, drops and the like.
- R. Only distribution or consumption of food will be permitted.

Use of operating of School Facilities for Recreational Purposes

In as much as the programs sponsored by the Bedford Recreation Commission have educational values and because they are of direct benefit to the community as a whole School Committee shall give second priority or first refusal to the recreation department for the use of school facilities, it being understood, however, that school activities shall always have first priority or precedence.

These policies shall be subject to review annually (April or October) but may be considered at other times at the request of the Superintendent of Schools, chairman of the recreation commissions or the director of recreation.

All requests for the use of school facilities shall be presented to the Superintendent's office on a form prepared by the school department indicating dates, times, facility needed, types of group using facility, type of activity, supervision to be provided, justification for the need for the facility, and school equipment needed, if any.

Requests for the above by the recreation department shall be submitted to the Superintendent's Office, as far as practicable, at least two weeks in advance of date facility is needed.

A standing subcommittee consisting of 1) director of athletics, 2) the Superintendent or his/her designee, 3) town recreation department director or his/her designee, shall be appointed to oversee the use of school facilities as appropriate for recreational purposes. This subcommittee is responsible to the School Committee for the use of these facilities and such administrative regulations/measures as may be required to assure that proper use of these school facilities be realized.

The Superintendent of Schools or his/her designee shall notify the chairman of the recreation commission or the director of recreation of the action taken on such requests.

Any requests received by the School Committee or the Superintendent of Schools' office from local individuals, town organizations or groups or from individual or groups from outside the town for the use of the school athletic facilities purposes shall be referred to the standing subcommittee on school facilities for their consideration and action.

It shall be agreed and understood that the director of recreation employed by the recreation commission has the full authority of the recreation commission to work directly with the Superintendent of Schools or his/her designate in the planning, development, operation and evaluation of all recreation programs taking place in or on school property.

Facilities

Appropriate supervision as determined by the standing subcommittee on school facilities shall be provided by the recreation department for all activities sponsored by them and taking place in or on school property.

Toilet and shower facilities may be used in the high school and junior high school gyms for both indoor and outdoor activities.

All outside areas may be used by the recreation department.

Other facilities such as the high school cafeterias, auditorium, shops and certain classrooms may be used but will be considered for approval by the standing subcommittee on facilities at the time a specific request for same is made.

Scheduling

All requests for gymnasiums for athletic leagues or programs on a seasonal basis should be made in August prior to the start of a school year. Any schedules issued by the Superintendent's office should be reviewed by the recreation department prior to being released. High school activities should also be listed on the schedules on the schedules as far as these activities are known. In lieu of a finalized schedule for school sponsored winter sports, a tentative schedule submitted by the athletic director will be acceptable. Any changes in the scheduled use of facilities are to be reviewed by standing subcommittee and recreation commission.

Fees and Charges

The recreation department shall pay for any custodian services as determined by the School Committee.

The recreation department shall pay for or have paid costs of damage to equipment or facilities incurred during the conduct of a supervised program, unless otherwise exempted by the School Committee.

The recreation department shall pay for the costs for heat and lighting as determined by the School Committee.

Equipment

Motion picture projectors, slide projectors, record players and P.A. system may be used provided a competent operator is available as approved by the director of audio-visual department.

School telephone may be used for emergency needs only.

A mimeograph machine may be used to reproduce information concerning recreation programs.

Other equipment may be used with prior approval of the standing committee.

Current practice codified 1987

Adopted: Prior to 1987

Revised: February 28, 1990

